

## **2005 Combined Federal Campaign Check/Cash Contributions towards Hurricane Katrina Relief**

Although the official kickoff for the 2005 [Insert Local Campaign Name] will not occur for several weeks, the [Insert Local Campaign Name] is providing a way for Federal donors to begin contributing through the [Insert Local Campaign Name] beginning on September 1, 2005 to CFC organizations identified by the Federal Emergency Management Agency (FEMA) as providing disaster relief to those affected by Hurricane Katrina.

### **How to Give**

1. Print the model pledge card from this link -  
<http://www.opm.gov/cfc/disasters/PledgeCard.pdf>.
2. Select one or more CFC organizations that are providing disaster relief to those affected by Hurricane Katrina from this link –  
<http://www.opm.gov/cfc/disasters/katrina-relief.asp>
3. On the pledge card printed in step #1:
  - a. Enter your name,
  - b. Check the Civilian or Military box,
  - c. Enter your Unit/Division name,
  - d. Enter your work address & zip code,
  - e. Enter your work phone number,
  - f. Enter the amount of your contribution under the “Other \$ \_\_\_\_\_  
(cash/check payable to CFC) section, and
  - g. Enter the four digit charity codes from the list provided in step #2 above.
4. Make a copy of the pledge card for your records.
5. Write a check payable to the “CFC” or make a cash contribution.
6. Provide the check or cash, along with the completed pledge card to your designated Department/Agency keyworker.

Keyworkers will process your check/cash designation and provide it to the Principal Combined Fund Organization (PCFO – local non-profit organization administering the CFC) for distribution through the CFC.

Please note that contributions made through the CFC cannot be earmarked specifically for use in disaster relief. In other words, CFC contributions may be used for general operating support at the organization’s discretion. Therefore, contributions to these organizations will allow them to decide whether it will use these funds towards Hurricane Katrina disaster relief or whether they will use these funds to replenish its general funds to be used towards future disaster relief or other programs.

In addition, the CFC should be viewed as a means for providing long term assistance towards organizations providing disaster relief to those affected by Hurricane Katrina. CFC funds to these organizations will be distributed beginning April 1, 2006.

Although, the [Insert Local Campaign Name] is providing this method for immediately contributing to CFC organizations that are currently serving those affected by Hurricane Katrina, there are many other worthy charitable organizations in the National/International (<http://www.opm.gov/cfc/disasters/CharityList.asp>) and Local Charity Listing (brochure/catalogue). We respectfully request that donors remember that these worthy charitable organizations will still need your generous contributions to continue providing their benefits/services throughout the coming year. You can contribute to these National/International and Local charitable organizations through cash, check or payroll deduction contributions when the CFC officially begins.